



# Dissemination Guidelines for Travel Funding

*Disseminations are required with Professional Activity Requests (PARs) to Staff Development and the actions presented in your dissemination plan should be completed by the semester following your conference attendance.*

## PART 1 of 3: DISSEMINATION PLAN FOR PAR

One of our core principles is that professional learning should be shared. Therefore, the Staff Development Committee requires that a dissemination plan be included with all requests for funding.

While we understand that much of what you learn at discipline-specific conferences will be related to your particular area of expertise, we also hope that you will take the opportunity to attend a session or two devoted to one of the following topics teaching and learning; or equity and inclusion; or a session on student success in your discipline; or hear speakers that get you thinking about new ways to improve your practice at Fullerton College and/or provide new perspectives on how students can best be served; whatever your role at the college may be we hope your learning can extend beyond your area. Sharing these takeaways from your professional learning experience does not require perfect expertise, just a commitment to improving what we do Fullerton College.

The committee has adopted the following Dissemination Plan guidelines for Staff Development-funded conference travel/workshop attendance and campus speaker/trainings. Please keep in mind that when more than one person is attending the same conference, they are encouraged to collaborate and submit a joint plan.

Please address the following in your Dissemination Plan:

1. Describe what you seek to learn by attending the conference and how you hope it will contribute to the improvement of your professional practice. If the conference program is available, please include suggestions for sessions you might attend. If it is not yet available, reference the previous year's schedule to discuss the *type* of sessions offered at this conference.
2. Discuss how this learning might be connected to the following:
  - a. The goals articulated in your department's Program Review self-study
  - b. The goals of the Student Equity and Achievement Plan (<https://ie.fullcoll.edu/planning-documents/>)
  - c. College goals (<http://www.fullcoll.edu/president/fullerton-college-goals-institutional-slos>)
3. How do you plan to formally share your learning with colleagues?
  - a. Formally includes the following: a presentation at your department/division meeting, a Flex-Day proposal for the campus, or equivalent professional learning setting.
  - b. We encourage you to consider how colleagues beyond your own department might benefit from your learning. Feel free to consult with the Staff Development Coordinator for suggestions.



## PART 2 of 3: DISSEMINATION ACTIVITY IDEAS

Consider the following options as you create your dissemination plan. While workshops are certainly welcome, they are not the only form that sharing of conference learning might take. If you have ideas different from those on this list, please consult with the Professional Learning Coordinator, Cynthia Guardado ([cguardado@fullcoll.edu](mailto:cguardado@fullcoll.edu)) before submitting your dissemination plan.

Workshops might focus on an idea gleaned from one or more conference presentations but might be developed further with your own expertise. Workshops may be led by individuals or teams, but either way, consultation and collaboration are encouraged during the development process.

The Professional Learning Committee (PLC) will provide feedback, when needed, to applicants whose dissemination plans do not meet requirement.

Here are a few ideas:

1. **FLEX ACTIVITY:** Propose a 1 ½ or 3-hour department-specific activity for colleagues or suggest a breakout session that might have wider appeal and could be included in the general program.
2. **FACILITATED CONVERSATION:** Request to be on a department/division agenda and/or campus/district wide committee and facilitate a conversation to discuss an issue relevant to college work. Create a slide-presentation of the content necessary. Your learning will inform and guide the conversation and could potentially lead to a proposal for further professional learning on campus.
3. **ADJUNCT TRAINING:** Contribute to adjunct support and training in some way.
  - a. Department-specific adjunct training session
  - b. Preparation of materials to share with adjunct faculty in your department.
5. **PROFESSIONAL LEARNING MATERIALS:** Create a guide, handout, or online resource based on your learning that can be shared with colleagues in your own department/division or with the wider campus community via Staff Development. Include a short blurb on how this material will be useful to colleagues.

## PART 3 of 3: DISSEMINATION FOLLOW-UP

**Following completion** of your planned dissemination activities, submit the following:

1. Submit your Dissemination Plan Completion Form via Teams at the following link:  
<https://forms.office.com/r/4FMfyt7t9u>
2. Provide Staff Development with slides and materials developed for your activity.
3. Provide Staff Development with a copy of the agenda/program that included your presentation.

**Dissemination plans are mandatory with PARs. If you do not submit the follow-up materials, you might not be approved in future years.**

## Dissemination Plan Completion Form



## Staff Development Office, Fullerton College

As a recipient of Staff Development funding, you are required to disseminate the knowledge gained from your conference/workshop experience with colleagues. Please complete and submit the following to demonstrate to the Staff Development Committee (SDC) how you completed this requirement. This will be used as part of the evaluation for future funding requests. When completed, submit your Dissemination Plan Completion Form via Teams at the following link: <https://forms.office.com/r/4FMfyt7t9u>

Name/s:

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Division/Department:

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Name of Conference Attended:

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Dates of Conference Attended:

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Dates of Dissemination (Presentation/Training):

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Title of Dissemination (Presentation/Training):

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Please summarize how you disseminated the knowledge and information gained. Address the following: dates of dissemination/s, audience, format, and any other pertinent information the SDC members need to know.